



Capitol Display Cases Rules and Guidelines for Use

Usage

The rotating display cases in the Kentucky State Capitol near the Rotunda are for use by state agencies or state-related organizations.

Non-state government groups such as civic, fraternal, religious, service, and patriotic may be considered for display space if they have a special event or occasion that is recognized by the Office of the Governor with a proclamation or similar declaration. Museums and 501(c)(3) organization representing Kentucky and Kentucky history are also acceptable.

Since these display cases are seen by many, including public officials, state employees, as well as the many school children touring the Capitol, please keep these groups in mind so that your exhibit in the display case can be enjoyed by all. We ask that you avoid issues or material that could be misconstrued as “lobbying” – though the information you provide in your exhibit will, no doubt, be influential in drawing attention to your particular museum or organization.

Since these display cases are seen by thousands it is an excellent way to highlight your organization or museum and we enjoy being able to offer this opportunity to you. We consider the exhibits to be the “best of Kentucky” and we are appreciative of your agreement to place an exhibit within the case for up to one month.

Length of Exhibit Time

Displays may be in the case up to 30 consecutive days.

Description

Interior dimensions of the display cases are 20 inches deep, 60 inches tall, and 112 inches wide.



Cabinets have a mirrored back wall which may be covered. Adjustable glass shelves are approximately 37 inches long, or one-third of the width of the case. There are approximately 2 shelves per display case. Kentucky blue carpet covers the cabinet floor. Fluorescent lights are in the top of each cabinet and are covered with a ceiling grill from which lightweight objects may be hung (via fishing line or similar cord.)

Please do not use double-sided tape of any form, or any extremely sticky putty. If you must secure something, there is a putty by Uhu which can be purchased through most office supply businesses. Command 3M strips work well for securing items to the glass portions of the case.

The display case is not suitable for fragile or extremely valuable artifacts, as the conditions at the Capitol are not controlled for humidity and light exposure.

Please do not include any raw or exposed food items that could draw pests and rodents.

Please do not include price tags on any items within your exhibit.

Requirements

Exhibits require a professional appearance, accurate information, labels identifying items, and the name of the group/groups.

If any information changes regarding your status as a non-profit, government organization, or museum, please notify the Division of Historic Properties as soon as possible at 502-564-3000.

Insurance

Though cabinets are secure, consider a short-term insurance policy on the exhibit. The Commonwealth of Kentucky is not responsible for items on display.

Reservations

For reservations or further information, contact Paula Weglarz, Division of Historic Properties, at (502)564-3000, extension 228, or by email at Paula.Weglarz@ky.gov

ADDITIONAL INFORMATION FOR YOUR EXHIBIT

- The display cases are located on the first floor of the Capitol near the Rotunda.
- Generally, we ask that exhibitors install on the first "business day" of the month, and remove their exhibit on the last business day of the month.
- The key to the display case is available to exhibitors in the Building Superintendent's office in the basement of the Capitol (near the snack bar and tunnel entrance.) The number at the Superintendent's office is 502-564-3984. **Please call ahead of time to ensure that someone is available at the superintendent's office to give you the key.**
- Most exhibitors like to unload at the accessible entrance - on the drive around the Capitol - located directly across from the Shelby Street parking lot. You can unload there and then

move your vehicle to a visitor parking spot on the lots behind the Annex or in the parking garage.

- If you have a flyer or more information about your organization or exhibit that you would like to leave at the Tour desk, please bring any type of brochure or flyer and make reference that "more information is available at the tour desk."

Please complete this form and fax to 502-564-6505, or send via U.S. mail to:

**Division of Historic Properties
Attn: Capitol Scheduling
Berry Mansion
700 Louisville Road
Frankfort, KY 40601**

If you have any questions about the information above, please contact the Division of Historic Properties at 502-564-3000.

Exhibit Title & Organization *(please provide a brief explanation of your exhibit)*

Dates you are requesting: _____ **to** _____

I have read, understand, and agree to abide by the above guidelines regarding use of the tunnel area for exhibit purposes

Signed: _____ **Date:** _____

Title: _____

Organization: _____ **Telephone:** _____

Alternate Telephone #: _____ **Fax #:** _____

E-Mail Address: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____